



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-537
Position Title: PPW (Materials Handler)
Series and Grade: KA-6907-05
Salary Range: \$15.57 - \$20.99 PH
Promotion Potential: None
Opening Date: 09/25/06
Closing Date: 10/06/06
Location of Position: Quality Control & Inventory Management Department, Testing & Technical Services Division, Return Book Processing Center, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 am – 4:00 pm)
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

Receives and moves large boxes of returned books to the inspection center using a variety of materials handling equipment such as propane/electric powered fork trucks, labor savers, low lift walkers, tractors, and single power conveyer system exercising care to avoid improper stacking of the boxes. Responsible for verifying quantities received which may include calibrated scales, weighing cartons, and multiplying the quantities to arrive at the count. Ensures correct identification and labeling. Checks containers for damages, mixed content and similar conditions; signs receipts. Completes and maintains electronic log of incoming books and books that were destroyed. Enters information into personal computer terminals and other automated equipment such as optical readers and scanners. Operates specialized equipment to shred books and account for the books and book components destroyed.

NOTE: A Security Clearance is required for this position. If a security clearance is not obtained prior to entry into this position, the incumbent will be placed on a Temporary Promotion until security clearance is obtained. Failure to obtain a security clearance will result in the incumbent being returned to their previous position of record.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: **Ability to perform the work of a PPW (Materials Handler) without more than normal supervision.** This includes skill in inspecting materials and operating forklifts and other materials handling equipment to move and stack materials. Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to do the work of a PPW (Materials Handler) without more than normal supervision. **(SCREEN OUT).**
2. Skill in inspecting and verifying work.
3. Ability to safely operate materials handling equipment such as propane/electric powered fork lift trucks, labor savers, low lift walkers, tractors, and single power conveyer systems.
4. Ability to manually handle weights and loads.
5. Ability to keep inventory of materials. (This includes maintaining an electronic log of incoming and damaged materials).

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Tiffany L. Robinson
Human Resources Operations
Human Capital Department
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS

Special Application for the Following Vacancy:

PPW (Materials Handler), KA-6907-05
Quality Control & Inventory Management Department
Testing & Technical Services Division
Return Book Processing Center, Shift 1

Vacancy Announcement Number: 06-537

Open: 09/25/06

Close: 10/06/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			
NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.			
<i>Please PRINT LEGIBLY or TYPE.</i>			

- 1. Have your ever performed duties requiring you to manually handle and/or distribute publications, boxes/cartons of material, and/or bulk mail?**

_____ **YES** _____ **NO**

If yes, please explain in detail:

- a. What kind of items have you worked with?
- b. What were you required to do with these items?
- c. Where did you acquire this experience?
- d. For what period of time did you do this?

_____ **YEARS** _____ **MONTHS**

2. Have you ever had to inspect items to ensure they were correct as ordered and undamaged?

_____ **YES** _____ **NO**

If yes, please explain in detail:

- a. What kind of items did you inspect?

- b. Why was it necessary to inspect these items?

- c. What steps/procedures were taken if any discrepancies were found?

- d. What period of time did you perform these duties?

_____ **YEARS** _____ **MONTHS**

3. Have you ever held a position that required you to operate a high lift fork truck or other materials handling equipment?

_____ **YES** _____ **NO**

If yes, please explain in detail:

- a. What was your position title?

- b. What types of trucks and/or other materials handling equipment did you operate?

- c. What were your responsibilities in operating the equipment?

- d. Where did you acquire this experience?

- e. What period of time did you perform these duties?

_____ **YEARS** _____ **MONTHS**

4. Have you ever worked in a position where you had to observe safety precautions and/or procedures?

_____ **YES** _____ **NO**

If yes, please explain in detail:

- a. What was your position title?

- b. What were some of the safety precautions and/or procedures you had to observe?

- c. Where did you acquire this knowledge?

5. Are you able to perform tasks involving heavy lifting?

_____ **YES** _____ **NO**

If yes, please state:

Item _____	Pounds _____	How Lifted _____
Item _____	Pounds _____	How Lifted _____
Item _____	Pounds _____	How Lifted _____
Item _____	Pounds _____	How Lifted _____

6. Have you ever held a position where you had to perform any of the following physical activities?

- a. What was your position title?

- b. Walking _____ Yes _____ No
- c. Bending _____ Yes _____ No
- d. Reaching _____ Yes _____ No
- e. Stooping _____ Yes _____ No

7. Have you ever held a position where you had to keep inventory and/or store a variety of materials?

_____ **YES** _____ **NO**

If yes, please explain in detail:

a. What was your position title?

b. What types of materials did you inventory and/or store?

c. What procedures did you follow in conducting inventory and/or storing of these materials?

d. Where did you acquire this experience?

e. What period of time did you perform these duties?

_____ **YEARS** _____ **MONTHS**

8. Have you ever received an award while working for the Federal Government?

_____ **YES** _____ **NO**

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	_____ Yes _____ No
___ Special Achievement Award	_____	_____ Yes _____ No
___ Quality Step Increase	_____	_____ Yes _____ No
___ Approved Suggestions	_____	_____ Yes _____ No
___ Other GPO Awards (Give Names)		
_____	_____	_____ Yes _____ No
_____	_____	_____ Yes _____ No

9. Have you ever taken courses or training that was related to the position for which you are applying?

_____ YES _____ NO

If yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion Received</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____

Date: _____